

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 06/11/07		Item Number: <u>C-5</u>	
AGENDA ITEM: Approval of a Professional Services Agreement with Proscapc Landscape for Landscape Maintenance Services (Level 1 Services) for the Two Year Period July 1, 2007 – June 30, 2009.			
Contact Person/Dept.: Glen Islas, Acting Parks Manager		Phone Number: (310) 253-6457	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List (06/06/07)			
Department Approval: Bill La Pointe (05/23/07)		City Attorney Approval Carol Schwab (by H. Iker) (06/01/07)	
City Controller Approval: Marlee Chang (06/06/07)		City Manager Approval: Jerry B. Fulwood (06/06/07)	

RECOMMENDATION:

Staff recommends the City Council approve a professional services agreement with Proscapc Landscape for landscape maintenance services (Level 1 Services) for the two year period July 1, 2007 – June 30, 2009 in an amount not to exceed \$303,392____.

BACKGROUND/DISCUSSION:

In July 2004, after a competitive bid process, the City entered into a contract with Proscapc Landscape, a landscape maintenance contractor, for landscape maintenance services for the City's parks, median, public facilities, and streetscape areas. This was a two-year contract ending June 30, 2006. When the contract expired in 2006, the City Council authorized staff to extend the contract for an additional year. The current contract will expire on June 30, 2007.

At the April 9, 2007 City Council meeting, Council authorized staff to advertise for bids for landscape maintenance services. Bids were advertised from April 19th through May 10th. Staff solicited bids for service from private contractors based upon two categories:

- 1) Level 1 Services: Existing Services. This is the cost to maintain the current level of service as it has been for the past two years.
- 2) Level 2 Services: Enhanced Services. This is the cost for an enhanced level of services above the existing level.

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Four (4) landscape maintenance services firms submitted proposals: Proscap Landscape, Merchants Landscape Services, Inc, ValleyCrest Landscape Maintenance, Inc., and Trugreen Landcare, A General Service Partnership. Attachment 1 provides a summary of these firm's proposals for Level 1 and Level 2 Services.

Staff recommends that the City Council approve a professional services agreement with Proscap Landscape for landscape maintenance services (Level 1 Services) for the two year period July 1, 2007 – June 30, 2009. In addition to being the lowest responsible bidder, Proscap has provided satisfactory landscape maintenance services to the City for the past three years.

FISCAL ANALYSIS:

The availability of funds to enter into a two year contract with Proscap Landscape for landscape maintenance services (Level 1 Services) is dependent upon the outcome of the upcoming budget process. For Fiscal Year 2007-08, PRCS has requested \$96,950 for landscape maintenance with an enhancement of \$56,000. Therefore, the total amount requested in account 10133100.619800 (Parks Division – Landscape Maintenance) is \$152,950. The Proscap contract amount for Fiscal Year 2007-08 is \$151,696 (50% of \$303,392). If the base budget plus the enhancement request are approved by Council, there will be sufficient funds to enter into this agreement.

ATTACHMENTS:

1. Summary of Proposals for Landscape Maintenance Services (at Level 1 and Level 2).

MOTION:

That the City Council:

1. Approve a professional services agreement with Proscap Landscape to provide landscape maintenance services (Level 1 Services) for the two year period July 1, 2007 – June 30, 2009, in an amount not to exceed \$303,392; and
2. Authorize the City Attorney to prepare the appropriate documents and authorize the City Manager to execute such documents on behalf of the City.

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